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Evidence **Pro Version**

**Evidence Inventory
Management
Software**

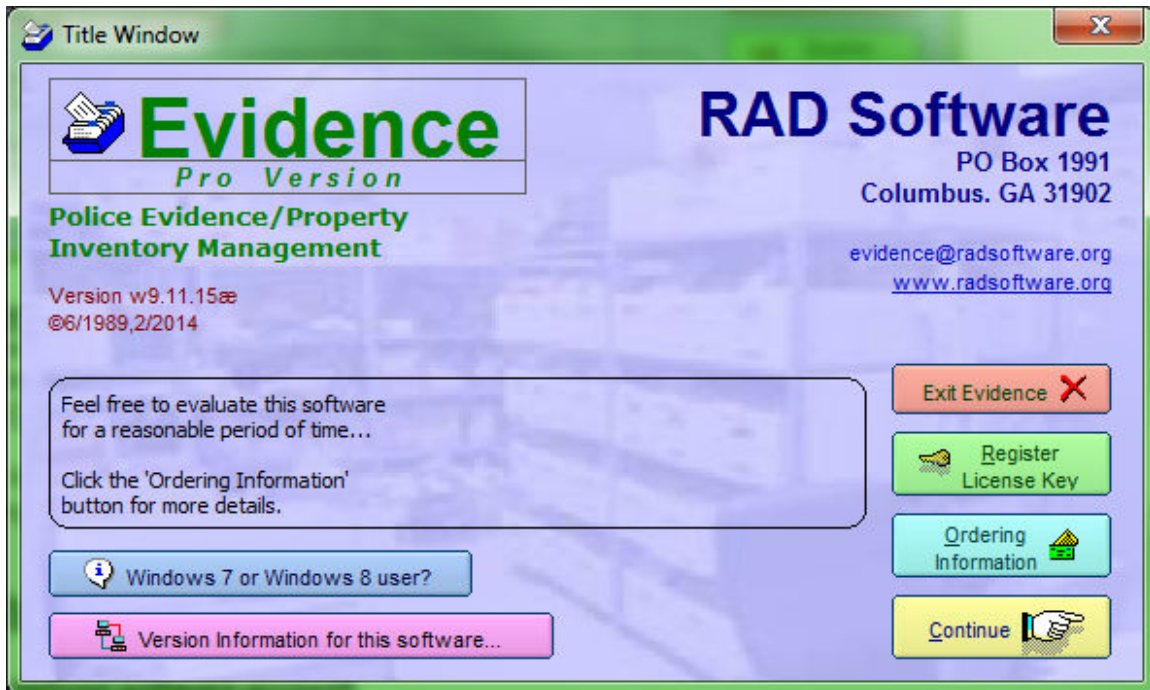
User Manual

Applicable for version w.9.11.15 and greater
(rev.2/12/2014)

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Introduction

Overview



Evidence - Pro Version is designed to maintain a computerized inventory of any number of property/evidence items for your agency. Program access to the program, and privilege-based access to the database itself, is the responsibility of an Evidence Program Administrator to be designated by your agency.

This latest version of **Evidence** represents both a significant refinement of existing features and a compelling suite of additional features.

Feature highlights

User defined software access

As mentioned above, access to the **Evidence** database is restricted to an agency controlled User List of persons authorized to use the software. Each person in the User List is assigned a password and a privilege level that both controls access and which database functions are available to that user.

Unique database record identification

Each **Evidence** record entry is assigned a permanent and unique control number by the program itself that reflects the instant in time that particular record was created. Thus it guarantees a unique identifier that will never be repeated, and has the intrinsic value of providing the precise moment any given record was added to the database. This feature provides information integrity and credibility that meets the demanding verification standards in the courtroom.

Networking capability

Evidence can be used as a single workstation application, but it has also been carefully designed for use in a cooperative networked configuration of any number of computers, by any number of users (subject to the licensing agreement governing the authorized number of concurrent users for your particular agency/organization.)

Improved License Key methodology

Evidence now incorporates a flexible, proprietary License Key# methodology that designates and verifies your agency name, the software title, its version, and the authorized number of concurrent users! Any upgrades or changes to you later wish to obtain for your uniquely configured software can be done in the few seconds it takes to re-register the software with an appropriate updated License Key# provided to you by **RAD Software**.

Event logging

Evidence automatically creates and maintains several Activity Logs that record every significant event performed by users of the software. These logs are only available to the Evidence Program Administrator, and file security software methods are used to protect these logs from being tampered with.

Current/Archive listings

This is a unique databasing feature offered only by **RAD Software**, providing you with exclusive expanded options of storing and displaying database records.

Instead of deleting inactive records, and thus losing the ability to perform historical search or analyses on older data if needed, you can choose to maintain and display selectable records as active entries in your Active List, or archive your older and/or unused records as entries displayed in an Inactive List, with instant one-click access to either list. This provides the expanded ability to purge unused records, but store them in a quickly displayable Inactive List instead of permanently removing them from the database. Of course, record deletion options are also available, thus providing a wider range of useful options for storing and displaying your entries.

Data analysis

Evidence has a comprehensive suite of searching, sub-listing, summarizing, and reporting abilities, and now includes options for Daily, Weekly, Monthly, Quarterly, and Annual report summaries, using any appropriate starting date you specify.

Data export capability

You can now export your **Evidence** data to a spreadsheet-compatible format for use by Excel and other similar spreadsheet programs!

Built-in Backup/Restore capability

Evidence provides its own data security functions that are quick and flexible. Data and log files can be archived or retrieved at any user-selectable location or device on your computer or network in just a few seconds.

Widescreen monitor support

Evidence has been updated to take advantage of the widescreen monitors and higher resolutions that have become de facto standards among desktop computers. The Main Window form has been redesigned with an improved layout that is easier than ever to work with.

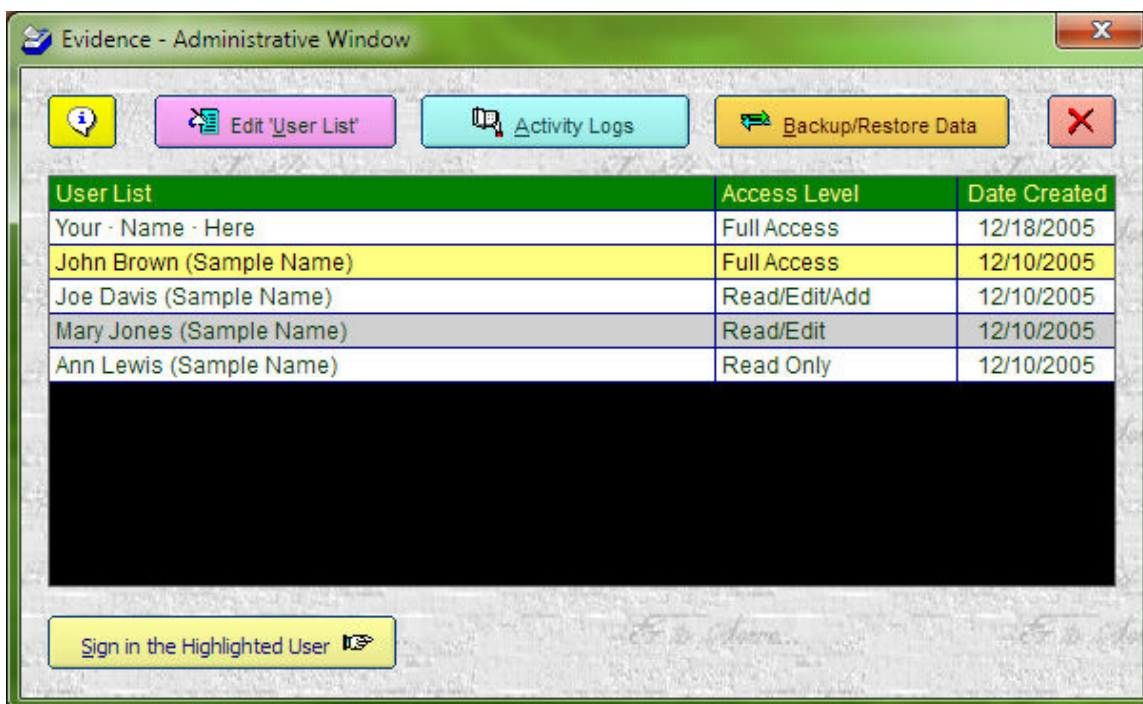
Evidence manual

The **Evidence** software comes with this detailed comprehensive illustrated manual in a PDF Document format.

In the unlikely event that Acrobat PDF Document Reader software is not already installed on your computer, you can quickly obtain one for free at www.adobe.com and install it in less than five minutes.

This manual can be accessed both from within the **Evidence** software itself anytime via the <F1> key, or on its own as a standalone document. Like any PDF document, it can easily be printed for use in the classroom as a training manual.

The Administrative Window



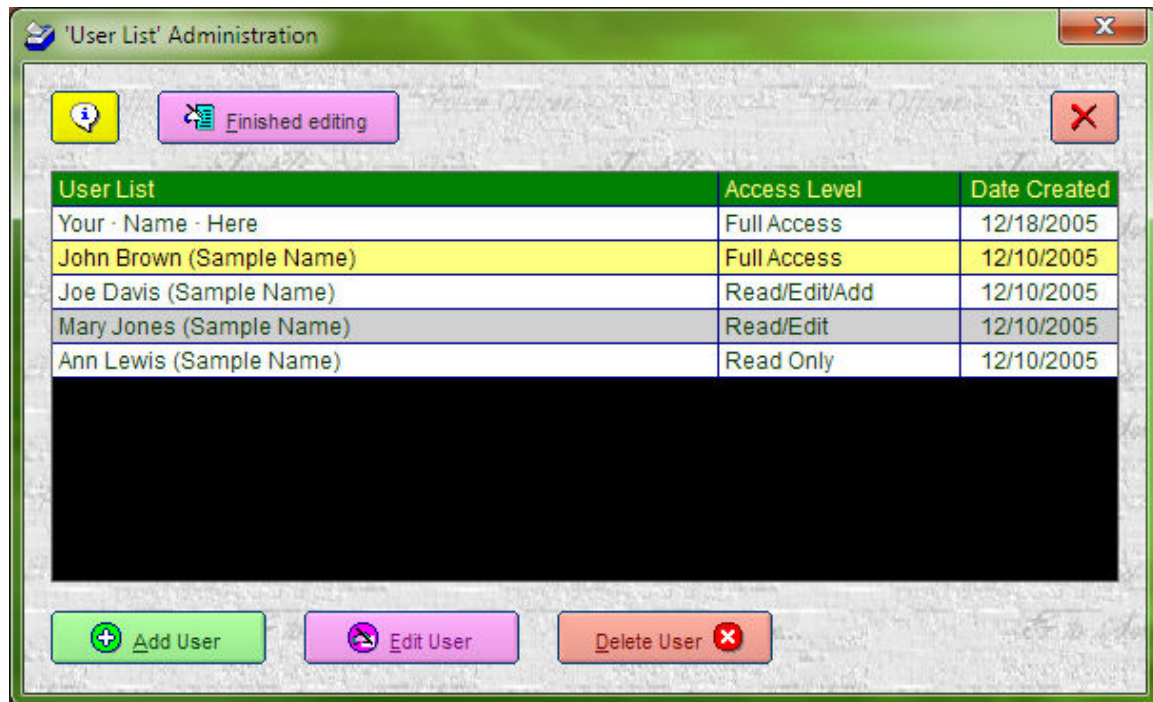
After the **Title Window** (shown on the first page) is displayed at the start of the **Evidence** program, the **Administrative Window** (shown above) appears next. This window, as its name implies, controls the primary administrative functions of this software, as described below:

- Maintain the 'User List' of authorized **Evidence** users
- Review Activity Logs that record all significant software events
- Provide one-click data backup and restore services
- Set basic program options
- Sign-in a person selected from the 'User List' to use the software.

IMPORTANT: Access to these functions requires knowledge of the last segment of the License Key# provided to a licensed agency. While this must be provided to a designated Evidence Program Administrator, it should not be provided to others unless absolutely necessary. This minimizes possible accountability issues raised by any question about the security and integrity of the information, operational settings, and program configurations maintained in the **Administrative Window**.

Detailed descriptions of the functions available in the **Administrative Window** are as follows:

Maintain the 'User List'



The Evidence Program Administrator has the authority and responsibility to create a 'User List' of persons who are allowed to use the **Evidence** software.

In order to edit the 'User List', the Evidence Program Administrator must click the **[Edit the 'User List']** button and then enter the last segment of the License Key#. The window will change by displaying three editing buttons at the bottom of the window (as shown above).

Note: If you are reviewing an unlicensed evaluation version of the **Evidence** software, an entry code is not required for your convenience.

Using these editing buttons appropriately, you can add, edit, or delete persons in the 'User List'. An **Add/Edit User Window** will appear (as shown on the next page) if you select the **[Add User]** or **[Edit User]** button.

In the **Add/Edit User Window**, there are several fields of information that must be completed by the Evidence Program Administrator in order to create a user (indicated by the red text) who will be authorized to use the software:

Name.....the person's first and last name

Password.....a password needed to enter **Evidence** (4 to 8 characters)

Access Level..... the privilege level assigned to that user

Read-Only - allows the user to view and print data only. This user cannot add, edit, archive, or delete data.

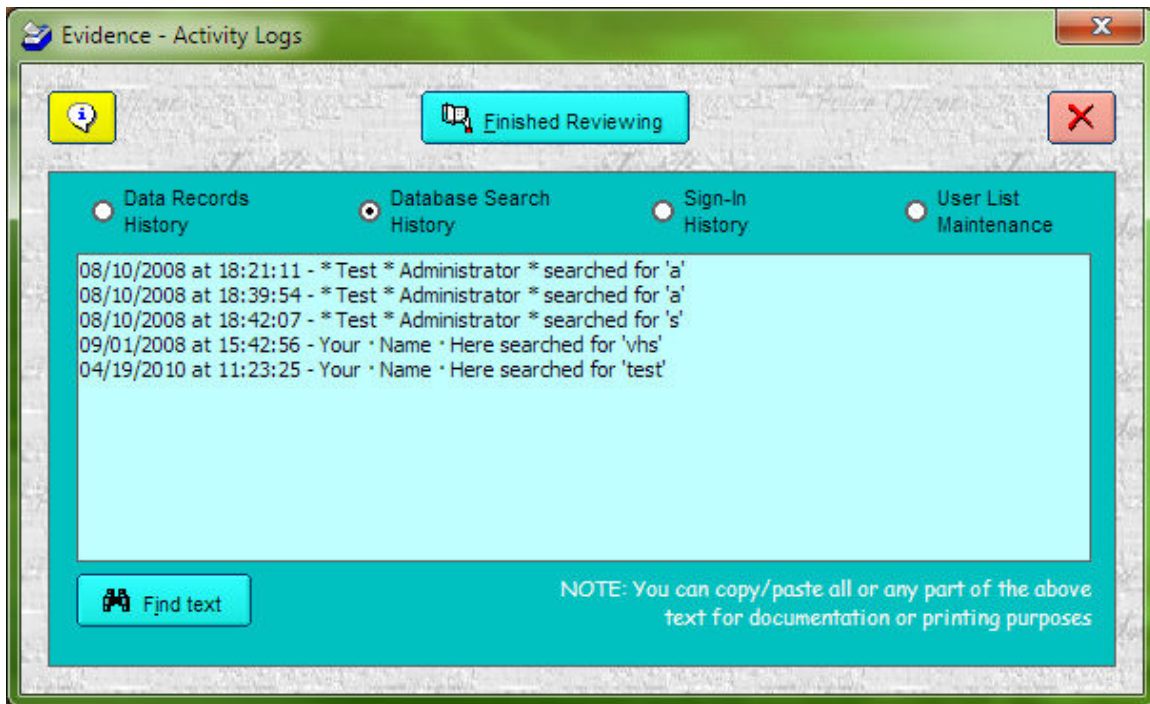
Read/Edit - allows the user to view and change existing data, but not add, archive, or delete data.

Read/Edit/Add - allows the user to view entries, modify existing entries, or create new entries, but not archive or delete any existing entries.

Full Access – provides the user with complete and unrestricted access to all database functions.

There is also an optional Comments field available for any miscellaneous information the Evidence Program Administrator might wish to keep on record for that particular user.

Review Activity Logs



The Evidence Program Administrator has the authority to review Activity Logs that are automatically maintained by the **Evidence** software.

In order to review these logs, the Evidence Program Administrator must click the **[Activity Logs]** button and then enter the last segment of the License Key#. The display will change as shown above.

Note: If you are reviewing an unlicensed evaluation version of the **Evidence** software, an entry code is not required for your convenience.

As shown above, **Evidence** maintains four Activity Logs, any of which can be brought up for display with a single click.

Because only the Evidence Program Administrator can access these logs, both searching and editing services are available. For this reason, knowledge of the License Key#, as mentioned earlier, should be minimized as much as possible.

The four Activity Logs that **Evidence** maintains track the following information:

Data Records History

This is a log of all data record management performed on the **Evidence** database. It tracks any and all entries that have been added, edited, archived, restored, or deleted, including the date/time of the event and who was signed in when the event occurred.

Database Search History

This is a log of all searches performed on the **Evidence** database. It logs the word/phrase searched, along with the date/time of the event and who was signed in when the search was made.

Sign-In History

This is a log of persons who signed in or out, at what access level, and the date/time of the event. Failed attempts to sign in are also logged.

User List Maintenance

This is a log of all activity performed by the Evidence Program Administrator on the 'User List'—all additions, changes, and deletions of authorized users, and the date/time of the events.

Log files integrity and security

The security and integrity of the **Evidence Activity Log** files are protected in large part from inadvertent manipulation or casual mischief by means outside the software environment, and to a lesser degree from intentional or even malicious attempts to alter and/or delete these log files.

A skilled and determined effort by someone adept at operating system level file manipulation, however, may succeed in corrupting log information and other data. But realistically, even for a determined person without such skills, it doesn't take much specialized knowledge to smash a hard drive with a hammer.

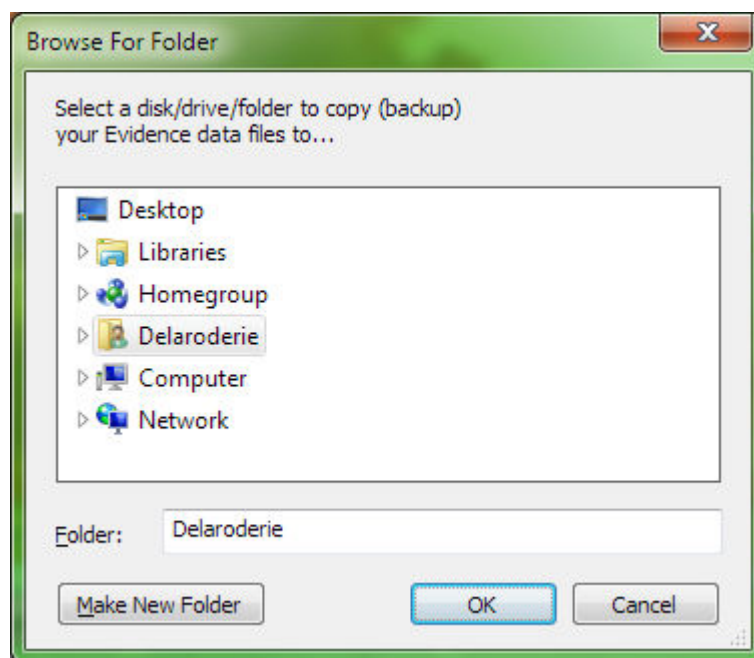
For this reason, among other important reasons, it is very important that your agency maintain a regular and secure backup procedure to insure the safety and integrity of all of the **Evidence** data and log files (See the following section regarding this procedure).

Restore/Backup data

The *Evidence Program Administrator* has the ability to quickly backup the important log files, the database of **Evidence** entries, and other files to any location on a computer or network, all from within the **Administrative Window**.

This service can also restore previously backed up files in the event that your current files are lost or corrupted. Extreme caution should be used here, however, because the restored files will irretrievably overwrite any existing data files, if there are any, in your normal **Evidence** data folder.

In order to use this feature, the *Evidence Program Administrator* must click the **[Backup/Restore Data]** button, select the **Backup** or **Restore** option, and then enter the last segment of the License Key#. A Windows-based path specification window will appear as shown in the example as shown below:



Using this window, the *Evidence Program Administrator* can negotiate the directory tree to find and select any folder on a computer, or anywhere on the network if one exists. Further the *Evidence Program Administrator* can create a folder anywhere he wishes on the fly if the need arises.

Once a path specification is selected, all of the important data files created by the **Evidence** software will automatically be copied to the location specified. This process takes only a second or two to complete.

Note: If you are reviewing an unlicensed evaluation version of the **Evidence** software, an entry code is not required to perform this function.

Note: If your **Evidence** installation is used on a network, the Evidence Program Administrator may wish to first contact anyone currently using the software before performing a backup or restore procedure to insure that data records are not being accessed during the process.

The Sign-in process

The screenshot shows a window titled "Evidence - Administrative Window". Inside, there is a table with three columns: "User List", "Access Level", and "Date Created". The table contains five rows of user data. The second row, "John Brown (Sample Name)", is highlighted in yellow. Below the table is a large black rectangular area. At the bottom of the window, there is a sign-in section with a label "Enter Password at right" pointing to a password input field containing four asterisks. To the right of the password field are two buttons: a green "Sign In" button and a red "Cancel" button.

User List	Access Level	Date Created
Your - Name - Here	Full Access	12/18/2005
John Brown (Sample Name)	Full Access	12/10/2005
Joe Davis (Sample Name)	Read/Edit/Add	12/10/2005
Mary Jones (Sample Name)	Read/Edit	12/10/2005
Ann Lewis (Sample Name)	Read Only	12/10/2005

Once the *Evidence Program Administrator* has created a 'User List' of persons allowed to use the **Evidence** software, any person on that 'User List' can access the program by:

- clicking on their name in the 'User List' to highlight it, and then
- clicking the **Sign in the Highlighted User** button. The form will change as shown above.

Note: If you are reviewing an unlicensed evaluation version of the **Evidence** software, a password is not required for your convenience.

The highlighted person must then correctly enter their password in order to continue to the **Main Window** at their designated Access Level.

The **Main Window** is the 'control-center' of the software, as shown on the following page:

The Main Evidence Window

Evidence - Evaluation Version

All Current Entries (227) Total Value: \$111.25

Left Panel:

- Display the...**
 - ☒ Active List
 - ☐ Inactive List
- Archive this Entry**
- Delete this Entry**
- Sort by...**
 - ☒ Date
 - ☐ Case#
 - ☐ Category
- Search/Summarize**
- Print this List...**
- Export this data**

Date Rec'd	Case #	Category	Description
01/22/2005	05-00123	VHS	Q-1,VHS OF VICTIM
01/23/2005	05-000126	VHS	Q-1 VHS OF IN CAR VIDEO
01/27/2005	05-000146	PHOTOS	Q-1 PHOTOS ON DISK
01/30/2005	05-000159	CD	Q-1 CD W/PHOTOS
02/03/2005	05-000175	CD	Q-1 CD W/PHOTOS
02/04/2005	05-000184	Drugs/Narcotics	Q-1 CAN W/CANNABIS(TRACE)
02/04/2005	05-000184	Paraphernalia	Q-2 GLASS PIPE
02/05/2005	05-000185	Drugs/Narcotics	Q-1 BUSCH BEER CAN
02/05/2005	05-000185	Drugs/Narcotics	Q-2 APPROX 1 gr CANNABIS IN TIN FOIL
02/05/2005	05-000185	VHS	Q-3 VHS OF IN CAR VIDEO
02/12/2005	05-000213	Drugs/Narcotics	Q-1 PLASTIC BAG W/APPROX 5 gr OF CANNABIS
02/13/2005	05-000219	VHS	Q-1 VHS TAPE OF SCENE
02/16/2005	05-000226	AUDIO TAPE	Q-1 SONY AUDIO TAPE
02/16/2005	05-000227	Weapons	Q-1 bb GUN
02/18/2005	05-000233	VHS	Q-1 VHS TAPE INTERVIEW OF VICTIM
02/19/2005	05-000241	CD	Q-1 CD W/PHOTOS
02/25/2005	05-000271	vhs	Q-1 Vhs tape in car video
02/25/2005	05-000268	vhs	Q-1 Vhs tape of victim statement
04/27/2011	001	Electronics	Test description
02/12/2014	04-0102	test category	test desc

Bottom Panel:

This is a summary of the entry highlighted above. To see/edit ALL info, or to print or email this entry, click here.

Control Number: 20140212141401 Case Number: 04-0102 Location/Bin/Shelf: test location

Category: test category Brand Name: test brand Model Number/Name: test model Serial Number: test serial

Description (Name of Item, Size, Color, Type, etc.): test desc Value: \$10.00

The **Main Window** shown above is the hub of the **Evidence** software, providing all of the basic database services, along with access to all of the related forms and assisting windows. It is a vertically resizable window that you can adjust to fit your viewing preferences.

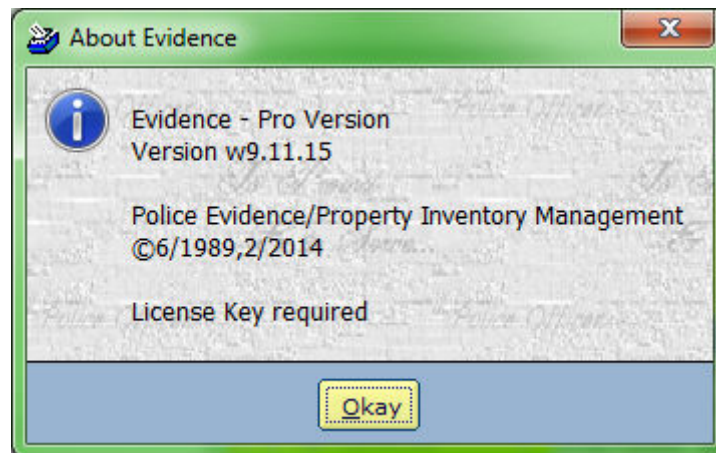
The organization of the **Main Window** is described on the following pages:

Application-level information/services

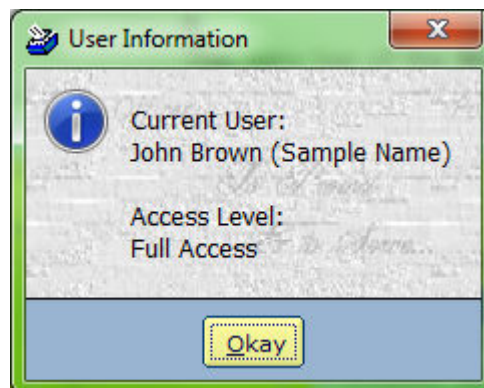
The very top of the **Main Window** – just underneath the Windows' Title Bar – contains several buttons that access general program information (left side) or provides basic operational choices (right side).

The top far left yellow button with the information icon accesses this manual from within the program. This manual can also be accessed, of course, anytime outside the program as a normal PDF document.

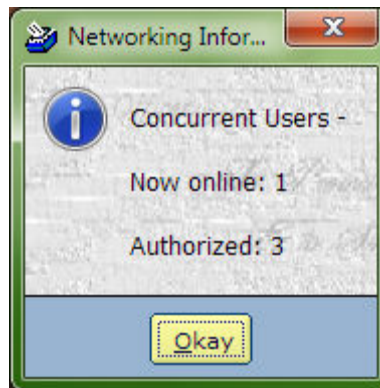
The adjoining button with the question icon provides a standard '**About...**' application-level information summary common to many Windows applications.



The next button with the person icon provides the name and access level of the current user.



The adjoining button with the network icon shows information about the number of users currently operating the **Evidence** software, and the number of concurrent users that are authorized by licensing agreement to use the software.



The adjoining button with the two self-circular arrows icon allows the user to manually refresh the display when used in a networked environment with other concurrent users.


Note: <Right-clicking> this button accesses additional information and sound options associated with this function.

The green button with the hand icon at the top right of the window

- signs the current user out,
- closes the **Main Window**, and
- reopens the **Administrative Window**.

The red button with the exit icon at the far right of the window

- signs the current user out,
- closes the **Main Window**, and
- terminates the **Evidence** software.

This option can also be selected by clicking the very top right  symbol in the **Title Bar** of the software window.

Row-by-row listings

The upper frame of the **Main Window** contains a grid displaying a row-by-row listing of **Evidence** entries, and provides brief basic information of each entry in four columns. This listing can be sorted according to any of the meaningful columns by selecting a 'Sort by...' choice. A user can view either the Active List of entries (default), or the Inactive List of archived entries. The procedures for categorizing **Evidence** entries in one list or the other are described later in this manual, and may be performed only by users with Full Access privileges, although any user can view either list.

In this upper frame containing the list of **Evidence** Entries, there are primary data services available, including Adding a new entry, Archiving/Restoring an entry between the Active/Inactive displays, and Deleting an existing entry. Let's look at these data services in more detail below:

Adding an entry

This option allows you to add a record to the **Evidence** database, but with a twist of convenience:

- If you left-click the **[Add New Entry]** button, a blank entry form appears for you complete the various text fields, as you might expect.
- However, if you highlight an existing entry in the row-by-row listing and then <right-click> this button, the new entry form will behave as a template. Each text field is automatically pre-filled with the information contained in the corresponding text field of the highlighted entry as the user tabs from one text field to another, offering the user the option of quickly accepting the default information or instantly replacing it with other information. This 'auto-entry' behavior allows the user to enter a number of evidence records with similar information with greater accuracy and far less time and effort.

The **Evidence** software will automatically generate a unique control number for a new entry. This control number represents the instant in time that the new entry form appeared for completion, and thus will never be repeated. This number is easily decipherable and is formatted as in the following example:

20080623145718

represents June 23, 2008 at 2:57:18pm (2008 06 23 14:57:18)

There are four mandatory text fields that are conveniently identified for the user by a red descriptive heading.

When a user tabs to the category text field, a drop down list will appear containing a comprehensive register of various category types. The user can select any of these choices, or the user can elect instead to manually enter a category description not in the list.

The Narrative and Chain-of-Custody text fields can each hold about five standard pages worth of text. Please note that they are not designed to be used for detailed police reports that often require more text capacity than is available here.

Below is a sample blank '**New Entry**' form:

Add a New Entry

Control Number: 20140212200405 (NOTE: Required entries in red) Save New Entry Cancel New Entry

Case Number Location/Bin/Shelf Category

Brand Name Model Number/Name Serial Number

Description (Name of item, Size, Color, Type, etc.) Value

Owner/Address/Phone

Received from Received Date

Released to (or other disposition) Released Date

Defendant

Narrative, comments, case notes, etc. Chain-of-Custody Documentation

Archive/Restore an entry

If the Active List of **Evidence** records is being viewed, this orange button is captioned:

[Archive this Entry]

The user can move the highlighted record from the Active List to the Inactive List for archival purposes, removing it from normal viewing, but not removing it permanently from the **Evidence** database. This feature provides a way for older or unused records to be put aside, hidden from normal viewing, but displayable with a single click if ever needed.

If the Inactive List is being viewed, this green button is displayed:

[Restore this Entry]

The user can move the highlighted record from the Inactive List back to the Active List for normal viewing again.

This option requires Full Access privileges.

Delete an entry

This option will permanently and irrevocably remove the selected record from the **Evidence** database. This option also requires Full Access privileges.

There are three more important services available that are related to upper frame containing the list of **Evidence** entries: Search/Summary, Print List, and Export Data. These services are explained in detail on the following pages:

Search/Summaries

The bluish **Search/Summarize** button opens a window as shown below:

The screenshot shows a software window titled "Evidence - Search/Summarize Records...". The window has a light green title bar and a background with a faint, repeating pattern of the words "To be released" and "For information". At the top left is a yellow help icon (a circle with an 'i'). At the top right are two buttons: a blue button with a magnifying glass icon and a red button with a minus sign icon. The main area is divided into two columns. The left column contains a text input field with the placeholder text "Enter a word or phrase (whole or partial) to search for..." and the text "123 Howard St." entered. Below this are several radio button options: "Search all text" (selected), "Find by 'Control Number'", "Find by 'Case Number'", "Search 'Location' only", "Search 'Category' only", "Search 'Description' only", "Search 'Owner' only", "Search 'Received From' only", "Search 'Released To' only", "Search 'Defendent' only", "Search 'Narrative' only", and "Search 'Chain-of-Custody' only". The right column contains a group of radio button options: "Daily Summary", "Weekly Summary", "Monthly Summary", "Quarterly Summary", and "Annual Summary". Below these is a label "Select a beginning date for the indicated summary..." followed by a date picker showing "Feb 25, 2005". At the bottom of the window are two checkboxes: "Ignore capitalization" (checked) and "Whole word only" (unchecked).

Evidence - Search/Summarize Records...

Enter a word or phrase
(whole or partial) to search for...

123 Howard St.

☒ Search all text

☐ Find by 'Control Number'

☐ Find by 'Case Number'

☐ Search 'Location' only

☐ Search 'Category' only

☐ Search 'Description' only

☐ Search 'Owner' only

☐ Search 'Received From' only

☐ Search 'Released To' only

☐ Search 'Defendent' only

☐ Search 'Narrative' only

☐ Search 'Chain-of-Custody' only

☐ Daily Summary

☐ Weekly Summary

☐ Monthly Summary

☐ Quarterly Summary

☐ Annual Summary

Select a beginning date
for the indicated summary...

Feb 25, 2005

☒ Ignore capitalization ☐ Whole word only

The overall organization of searching options in this window are grouped according to related functions as follows:

The options on the left side focus on finding one or more entries according to certain textually based criteria (see the picture on the previous page). The options on the right side, as shown below, provide chronologically based periodic summaries commonly used for standard reporting purposes.

Evidence - Search/Summarize Records...

Enter a word or phrase (whole or partial) to search for...

☐ Search all text

☐ Find by 'Control Number'

☐ Find by 'Case Number'

☐ Search 'Location' only

☐ Search 'Category' only

☐ Search 'Description' only

☐ Search 'Owner' only

☐ Search 'Received From' only

☐ Search 'Released To' only

☐ Search 'Defendent' only

☐ Search 'Narrative' only

☐ Search 'Chain-of-Custody' only

☒ Ignore capitalization ☐ Whole word only

☐ Daily Summary

☒ Weekly Summary

☐ Monthly Summary

☐ Quarterly Summary

☐ Annual Summary

Select a beginning date for the indicated summary...

Feb 25, 2005

The results of a search are displayed and summarized in the **Main Window** grid as a sub-set of matching entries that can be sorted, edited (with appropriate access-level privileges), printed, or emailed to anyone you wish.

Print the List

This straightforward **Main Window** function lets you print the entire list of entries, using the same row-by-row format as seen in the grid display. This service does not print the expanded details of any particular entry. That printing service is covered later in this manual.

Export the List

Evidence users can now export their **Evidence** record data in a spreadsheet format for use with Excel and other similar spreadsheet programs! This has been one of the most asked-for new features among users, and it's now available!

Expanded information frame

The screenshot shows the 'Main Window' of the Evidence system. At the top, there is a table with four columns: Date, Case Number, Category, and Description. The third row is highlighted in yellow. Below the table, there is a yellow box containing a summary of the selected entry. To the left of this box is a blue button labeled 'Export this data'.

Date	Case Number	Category	Description
02/25/2005	05-000268	vhs	Q-1 Vhs tape of victim statement
04/27/2011	001	Electronics	Test description
02/12/2014	04-0102	test category	test desc

Expanded Summary:

This is a summary of the entry highlighted above.
To see/edit ALL info, or to print or email this entry, click here.

Control Number: 20140212141401
Case Number: 04-0102
Location/Bin/Shelf: test location
Category: test category
Brand Name: test brand
Model Number/Name: test model
Serial Number: test serial
Description (Name of Item, Size, Color, Type, etc.): test desc
Value: \$10.00

Below the upper frame containing the list of **Evidence** records, the lower frame of the **Main Window** displays an abridged summary of the currently highlighted in the listing above it, as shown in the example above.

Clicking the large blue button to the left will bring up a separate window that displays a '**See Entry**' form— similar to the '**Add Entry**' form— that contains all the information for that entry.

The next section details the components and services of the '**See Entry**' form.

The 'See Entry' Form

See/Edit this Existing Entry

Control Number: 19000812000000

Buttons: Edit this Entry, Print this Entry, Email this Entry

Case Number: 05-000227

Location/Bin/Shelf: LOCKER(GUN)

Category: Weapons

Brand Name: CROSMAN

Model Number/Name: 760,PUMPMaster

Serial Number: 300110765

Description (Name of Item, Size, Color, Type, etc.): Q-1 bb GUN

Value: 0

Owner/Address/Phone: WATSON,SHYLYN 11-23-92

Received from: SGT SHAFFER

Received Date: 2/16/2005

Released to (or other disposition):

Released Date:

Defendant:

Narrative, comments, case notes, etc.: TO BE DESTROYED PER GUARDIAN OF OWNER

Chain-of-Custody Documentation:

As explained earlier, this form allows you to see all the information associated with an **Evidence** record entry.

The primary services available in this form are '**Edit Entry**', '**Print Entry**', and '**Email Entry**', explained in more detail on the following page.

Edit an existing entry

This option will allow a user with an appropriate access level to modify the text fields of any existing **Evidence** record entry.

Note that there are two separate documentation fields at the bottom of the form: One for narrative, case notes, etc., and the other reserved for chain-of-custody documentation, which is separate to insure that this text represents the unedited integrity of any printout used in court.

And once again, it's important to note that— being limited to the equivalent of approximately five typewritten pages, these documentation fields are not meant to serve as a place to enter a detailed police report associated with this evidence entry.

Print an entry

This option will allow any user to create a printout of any particular entry. If that entry has any narrative text and/or chain of custody text, the **Evidence** software will let the user choose which, if any, of these fields to include with the printout.

Email an entry

Evidence provides one-click emailing of any record entry from within the software. The computer's default email software will automatically open an email window with a pre-entered subject line and the basic **Evidence** entry information already entered. All the user has to do is select an email address and send it.

Note that the narrative and chain-of-custody documentation, if any, are not included in the default email text. If you want to include this information, all you have to do is highlight the desired information and copy/paste it into the email form.

Appendix I – Data file information

Data and log file information

Evidence creates and maintains the following data and log files:

<u>Filename</u>	<u>Function</u>
Evidence.Data	Primary database, contains all Evidence record entries
User.List	List of authorized Evidence users created by the <u>Evidence Program Administrator</u>
SignInOut.Log	Log of all sign-in and sign-out events
User.Log	Previous version Sign-In/Out log (not used)
UserList.Log	Log of all events affecting the 'User List' file
DataRecords.Log	Log of all events affecting the primary database
Search.Log	Log of all searches performed on the primary database

All data and log files are kept closed and up-to-date during software operation, and are opened only long enough to perform a file modification (which usually takes only a fraction of a second). This makes it extremely unlikely that any data or log file information would be lost in the event of a power failure, etc.

The database engine

The database engine is a machine-code level, proprietary set of file manipulation algorithms developed and refined since 1987 by **RAD Software**. These database functions are contained within the executable code itself. No outside third-party database systems are needed.

All file operations are done at the system level, are at least a magnitude faster than file operations performed by commercial database engines, and provide an extremely high standard of data integrity and security.

The default status of all data and log files is Read-Only, which is temporarily modified during the fraction of a second or so that a given file is open for modification, and then instantly returned to its Read-Only status when the file is closed.

Database record format

The primary database is a random access file capable of storing over two billion records. Each record is populated with fixed length fields. String fields are left-buffered, and unused string bytes are padded with ASCII-32 characters (commonly known as the 'Space' character)

The variable type structures of the fields within a given record are as follows:

<u>Field name</u>	<u>Type field variable</u>
VersionFlag	Integer
ControlNumber	Date
CaseNumber	String * 15
Location	String * 50
Category	String * 20
BrandName	String * 20
ModelNumber	String * 20
SerialNumber	String * 20
Description	String * 60
Value	Currency
Owner	String * 100
ReceivedFrom	String * 70
ReceivedDate	Date
ReleasedTo	String * 70
ReleasedDate	Date
Defendant	String * 50
Reserved1	String * 450
Narrative	String * 1921
ChainOfCustody	String * 2099
DisplayStatus	Byte

Byte length of one record: 5k

Hard disk space requirements

<u># of records</u>	<u>Hard disk space required</u>
100	0.5 Mb
100,000	0.5 Gb
1,000,000	5.0 Gb

Nominal hard disk device space in 2014: **750 – 1000 Gb**

Appendix II – Networking

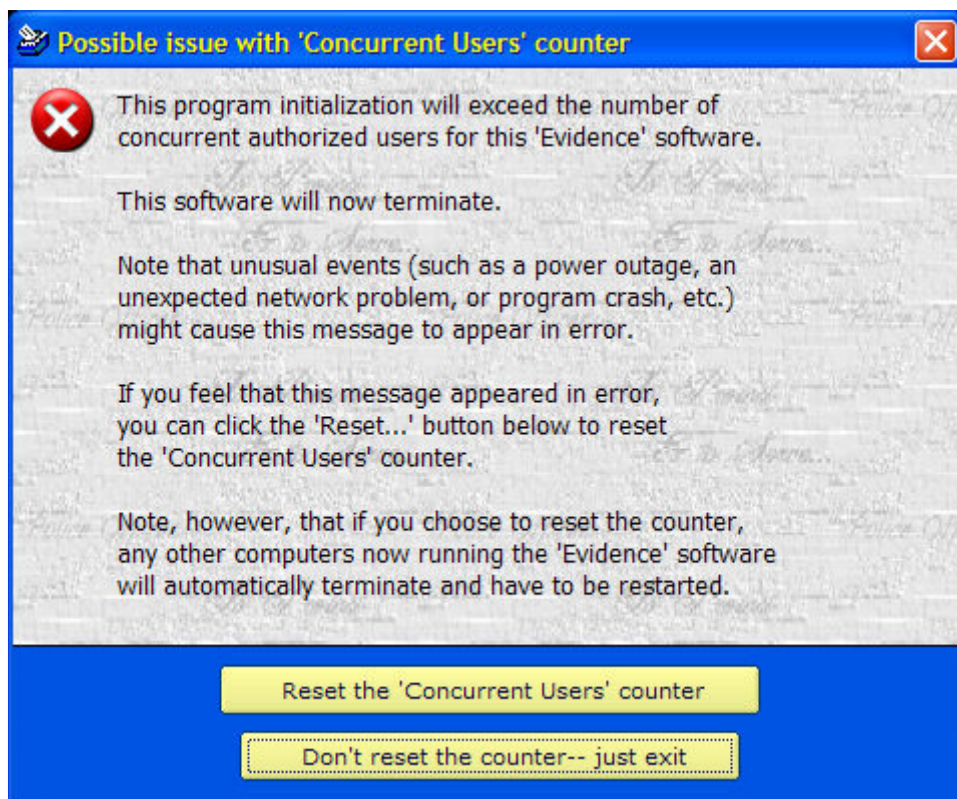
Networking design

Evidence is designed to perform in a multi-station networked configuration, although it can also be used as a standalone application just as effectively.

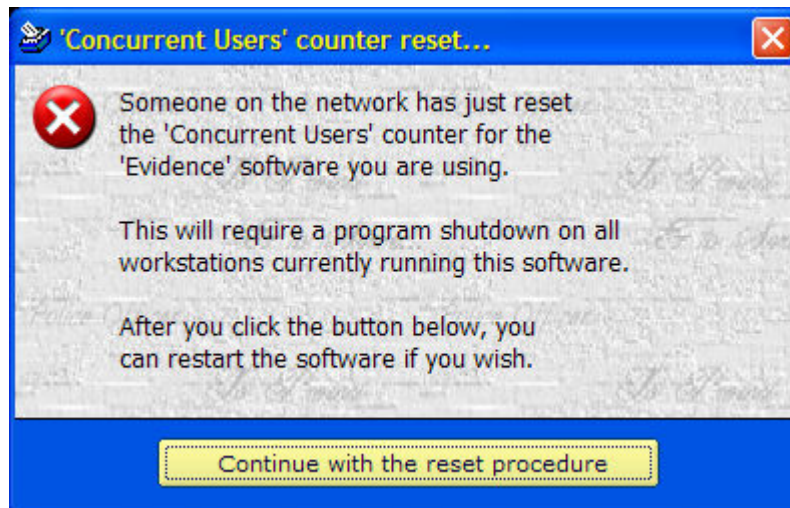
The number of authorized users allowed to use **Evidence** concurrently in a networked configuration is governed by the type of software license obtained by the user agency/organization.

Network monitoring procedure

When the **Evidence** software is initialized on a given workstation, the software performs an audit of the number of **Evidence** users currently on the network. If the audit indicates that the initialization would exceed the number of users authorized to use the software, the following notification window is displayed:



As noted at the end of the previously displayed notification window, resetting the counter will cause the following message to appear on the workstations of all users currently running the **Evidence** software:



Date/Time synchronization

If the **Evidence** software is being used in a networked configuration, it is important to regularly synchronize all workstations that are using the software in order to avoid possible date/time recording discrepancies when a database or log file is being modified.

Even if the **Evidence** software is being used as a standalone application, it's still important that the computer's date/time setting is correct for recording accuracy.

Configuring the network for concurrent usage

Setting up **Evidence** for networked use is a fairly straightforward process that takes advantage of functions already built into the Windows operating system.

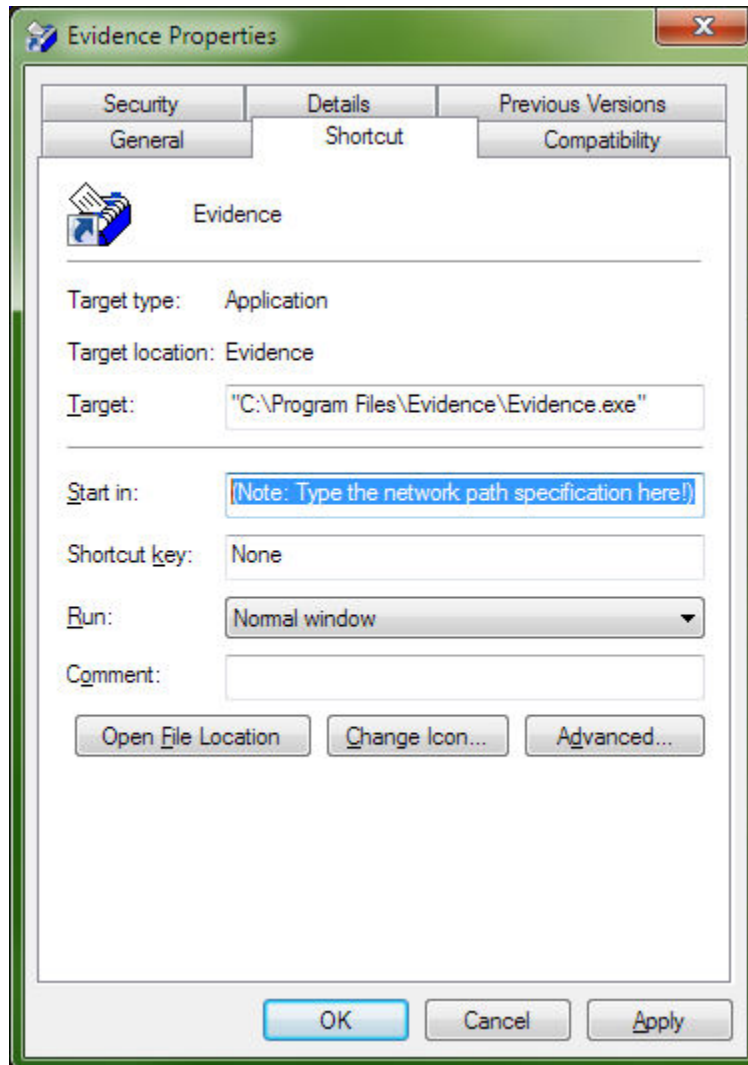
First, decide on a common 'place' on your network (a network path specification to a shared network-accessible folder) where you want to maintain all data files that are created by **Evidence**.

Next, install and register **Evidence** on each computer that you intend to use in running the **Evidence** software.

Note: The registration step is not required when reviewing an evaluation version of the software.

Then, on each computer that has an **Evidence** installation, <right-click> the **Evidence** desktop shortcut icon and select Properties on the pop-up menu that appear.

On the Shortcut tab of the pop-up window that then appears, type the network path specification mentioned above into the 'Start in' text field and click the 'OK' button (see the illustrated example below).



Note: Some I.T. people prefer an alternate method of running multiple instances of an application from a single application server to designated workstations over the network. Feedback over the years indicates, however, that there seems to be a higher incidence of performance problems using that kind of setup. When it works, it seems to work well, but 'getting there' can be tricky— particularly when the Windows Vista operating system is involved.

Appendix III – Revision History

w8.12.29 08/19/08

- * Pro Version of Evidence...
initial release

w8.12.31 08/20/08

- * bug fix - add ccrpdt.ocx to the installation file
- * Form fades now default to off
- * ConcurrentUsersCheck now disabled if Registered = False

w8.12.32 09/01/08

- * UpdateGrid, in FindMode, now correctly identifies the entry field to be used in a search

w8.12.33 09/06/08

- * Extensive font revision of many controls

w8.12.34 09/07/08

- * Fixed graphics bleeding in tab control when switching from one tab to another
- * Small fix on Add/Edit pic procedure
- * Picture-related cmdButtons not displaying appropriately - fixed
- * Substantial code improvement in picture printing routines

w8.12.37 05/06/09

- * Minor bug fix: Deleting a user name caused a program crash due to inadvertent cross-talking of file number handles.

w8.12.38 04/18/10

Code adjustments for Windows 7
Overall Improved code stability in other areas
Improved installation procedure
Removed the 'form-fade' feature
Added version checking capability

w8.14.17 06/24/10

Form redesign that takes advantage of widescreen monitors and/or higher resolutions
Added 'Refresh Grid' button with sound options to the Main Window
Removed the ability to manually change activity log information after the fact
Changed the default behavior of the 'Delete Entry' button in the Main Window

w8.19.11 11/24/10

Added code stability for Windows Vista, Windows 7, and upcoming 64-bit operating systems
Incorporated an expanded 20-digit License Key#
Significantly improved version checking now automatically notifies the user if a newer version is available

w8.19.12 03/10/11

Bug fix for those experiencing issues with Tab control behavior

w8.19.14 03/22/13

Added code stability for Windows 7, Windows 8, and upcoming 64-bit operating systems
Re-established Main Window minimize option

W9.11.15 04/12/14

Separate add/view/edit window to examine a single entry
Re-designed window forms sized to take advantage of widescreen aspect monitors.
Option to export data to a spreadsheet file for use by Excel or other similar programs.
Improved and comprehensive user logging to track/audit user activities with this software.
Removed the 'Picture' feature of the software.
Increased code stability for Windows 7, Windows 8, and certain Tablet and Touchscreen systems.

Appendix IV – The ‘small print’

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The terms and conditions outlined below are applicable only to the **Pro Version** software titles offered by **RAD Software**, which includes this application.

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Software applications are assigned a version number that indicates the relative status of that particular version. **RAD Software** uses the following format as shown in the example below:

w**11.22.33**

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The first set of digits is the **major** number of the applicable version.

The second set of digits is the **minor** number of the applicable version.

The third set of digits is the **revision** number of the applicable version.

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Pricing of all **Pro Version** software applications are structured as follows:

Application:	<u>Evidence – Pro Version</u>
Version series:	<u>w9.xx.xx</u>
For a <u>new</u> Licensee, primary license:	\$399
For an <u>existing</u> Licensee, primary license:	Discount dependent upon the cost of of the previous primary license and ESA (Extended Service Agreement) status
For a <u>new</u> Licensee, a second and any subsequent license for additional workstations used in a cooperative networked configuration, each:	\$39 per license
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<u>Extended Support Agreement</u> , primary license:	\$12/month, billed annually
<u>Extended Support Agreement</u> , additional licenses:	\$0/month, billed annually (this may be subject to change in subsequent versions)

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